



**4 FOOD PACKAGE/FI ISSUANCE**  
**4.31 Late Food Instrument Issuance**

*Effective: 3/1/98*

*Revised: 8/1/06*

**POLICY:** Late food instrument (FI) issuance is used to modify the quantity of a full package in the event the participant is late to pick up FIs during a certification period. At least one additional pick-up day must be offered within 14 days of the assigned first-date-to-use to give the participant a second opportunity to receive a full package.

**BACKGROUND FOR REVISION:** With ROSIE, a participant is assigned a “first-date-to-use” so that the same calendar day will print on the food instruments (FIs), (e.g. the 10<sup>th</sup> of each month). Participants will also be assigned a “pick-up day” to indicate what day of the month to come to the clinic to pick up FIs (e.g. second Thursday). These days will likely be different from each other. Thus, a participant may be assigned to come in on the 14<sup>th</sup> of the month and their FIs may be dated for the 10<sup>th</sup>, making them already 4 days late according to ROSIE’s calculation of “days late”. This policy is revised to accommodate for those differences, while still allowing sufficient time to pick up a full package. The revision also allows participants to receive some foods even if very late (through 28 days) and be counted as a participant.

**PROCEDURE:**

**A. FOOD PACKAGE TAILORING:** Food packages must be tailored for nutritional needs and late issuance.

1. The number of calendar days late will be calculated by ROSIE system and is determined from the assigned first-date-to-use. The number of days late will appear on the screen in red type.
2. The Late Issuance Chart on the last page of this policy indicates what FI(s) (e.g. first FI in the model package) should be printed for the partial package. Print for staff to use as a “cheat sheet.”
3. Food packages should be tailored as follows. Dates for the first-date-to-use, or the assigned pick-up day should not be modified so as to enable giving a full package when the participant is late.
  - a) 1 through 14 calendar days late: issue a full package; print all FIs
  - b) 15 through 21 days late: issue a partial package; see Chart
  - c) 22 through 28 days late: issue a partial package; see Chart
  - d) more than 28 days late: no FIs are issued



4. Projects should indicate the late pick-up date ("late date") in the WIC folder
- B. MULTI-MONTH ISSUANCE:** Participants who miss one or two month's FI issuance may be eligible to receive the remaining month's drafts.
1. Consider contacting the family to determine if they are eligible to pick up their remaining FIs, or notify them to pick up their checks.
  2. FIs may not be issued if the participant has received benefits at another project for the same month or has been terminated for program fraud and abuse.
- C. INELIGIBILITY:** If the participant has become categorically ineligible since the original pick-up day (i.e., 5 years of age, 6 months postpartum), issue the appropriate benefits according to the late issuance policies since the "First Date to Use" is still within the eligibility period.



## Cheat Sheet: Late Food Instrument Issuance

The following Guidelines for Late Food Instrument issuance are based on the issuance of Model food prescriptions. If the CPA tailors the prescription by adding or deleting FIs or moving food quantities from one FI to another, select FIs to issue based on the amount of food likely to be consumed by the participant until the next first-date-to-use.

### # calendar days late (counted from the First Date to Use):

1-14 days: Full package. **Issue all FIs**

15-21 days: Late package. **Issue “blue” FIs** as indicated in the chart below (lighter shaded, if printed in black & white).

22-28 days: Late-Late package. **Issue “teal” FIs** as indicated below (darker shaded, if printed in black & white).

>28 days: No package. **No FIs are issued**

# FIs (in Model prescriptions)	FIs to issue:					
	1	2	3	4	5	6
3-FI milk package (pregnant, breastfeeding basic, postpartum, child)	1	2	3			
4-FI milk package with Enhanced check ( tuna, etc. ) (BF Excl)	1	2	3	4		
2-FI formula package (infants <5 mos)	1	2	See CPA			
3-FI formula package (2 FIs formula/med nutr, 1 FI cereal and/or juice) (infant 5+ mos, woman/child with special needs)	1	2	3	See CPA		
1-FI cereal package (BF Infant 5+ mos no formula)	1	See CPA				
5-FI package (6 oz cans juice, canned beans/peas) (homeless postpartum & child)	1	2	3	4	5	
6-FI package (6 oz cans juice, canned beans/peas) (homeless pregnant & breastfeeding)	1	2	3	4	5	6

CPA – For packages with formulas or medical nutritionals, tailor the quantity according to the number of days remaining in the month and considering the next date to use on subsequent FIs. 1 can powder approximates 3 cans concentrate.